

BCTA Mandatory Entry Level Training Grant Opportunity APPLICATION PACKAGE

***Please note, candidates cannot be full-time employed at time of application**

The *BC Trucking Association Mandatory Entry Level Training Grant Opportunity (Grant Opportunity)* provides funding to motor carrier members to support relevant skills training for unemployed or currently underemployed employees to the needs of the business and the participant's job. The BC Trucking Association (BCTA) will act as the administrator for this *Grant Opportunity* and funds accessed will be used to pay for Mandatory Entry Level Training (MELT) throughout BC. **BCTA is only administering grant funds and not the grant program. The Grant Opportunity is only open to BCTA members.**

Responsibilities:

Motor Carriers:

- Motor carriers must be BCTA members in good standing. Any breach of the terms and conditions of this *Grant Opportunity* may lead to all parties involved facing enforcement including suspension/cancellation of eligibility to participate, cancellation of BCTA membership, referral for federal and/or provincial regulatory review, inspection and/or enforcement, and/ or referral for criminal prosecution.
- Motor carrier members must identify and recruit candidates, assess their suitability in terms of the candidate's skill, aptitude, attitude, and professional experience. They must intend to hire and continue to employ participants in BC.
- Motor carrier members may indicate in their recruitment process that they intend to access grant funding from the BCTA.
- Once the candidate is identified, motor carriers must provide BCTA with:
 - Confirmation that the Candidate is a Canadian citizen, permanent resident, or protected person (as designated under the Canada Immigration and Refugee Protection Act, are eligible provided they have a valid work permit and a study permit if the skills training is longer than six months)
 - Candidate's contact information
 - A copy of candidate's current driver's licence
 - A copy of candidate's driver's abstract
 - A detailed National Safety Code profile including enforcement status, fleet size, and a "satisfactory" rating
 - A WorkSafeBC (WSBC) clearance letter
 - The previous year's WSBC experience rating letter
 - A letter confirming intent to hire the Candidate upon successful completion of MELT, including proposed rate and methodology of remuneration ([Appendix A](#))

Note: All information must be provided before any consideration will be given for funding.

BCTA Mandatory Entry Level Training Grant Opportunity APPLICATION PACKAGE

Candidates:

- Candidates who will be retained or hired as an independent /owner operator are not eligible
- Candidates must be Canadian citizens, permanent residents, or protected persons (as designated under the Canada Immigration and Refugee Protection Act, are eligible provided they have a valid work permit and a study permit if the skills training is longer than six months)
- Candidates cannot be full-time employees of any company at time of application
- Candidates may be employed* or unemployed, may already work for the motor carrier but in a different capacity, or may be a new hire.

**The objective of this grant is to assist unemployed or underemployed British Columbians into sustainable employment by participating in and completing skills training. This grant is designed for those who are unemployed, part-time, seasonal, casual, or precariously employed to help participants obtain sustainable employment as quickly as possible.*

If employed, the applicant must be:

- Part-time – refers to those working less than 30 hours per week.
- Casual or on-call work employment – refers to persons working only when needed, often on short notice.
- Precarious employment – employment that is unstable due to circumstances such as having just cause to leave one's employment, having received a lay-off notice, self-employment income is below the poverty line, the job is likely to be replaced with automation; an industry shutdown is imminent or there have been changes in the marketplace due to a natural disaster like a pandemic.

**Participants who are employed full-time are not eligible for training. You may wish to apply for the BC Employer Training Grant for those who are full-time employed.*

- Candidates must be able to attend training as required and must be eligible to be licensed at the end of training.
- Candidates are expected to make their best efforts to attend and complete all online, in class, in yard and on the road training as prescribed.
- Candidates are not permitted to contribute, directly or indirectly, to the cost of the training. Any contribution directly or in kind may be determined to be a breach of the terms of this *Grant Opportunity*, resulting in the parties involved facing enforcement as noted above.

Driving Schools:

- Driving schools and instructors must be certified by the Insurance Corporation of British Columbia to deliver MELT
- Driving schools must be BCTA members and are subject to BCTA's Code of Conduct

BCTA Mandatory Entry Level Training Grant Opportunity APPLICATION PACKAGE

1. Completion of all fields on the form is mandatory.
2. Applications are to be submitted in person, by mail at the British Columbia Trucking Association (BCTA) office at 100 - 20111 93A Avenue, Langley, BC, V1M 4A9 or by e-mail to melt@bctrucking.com. Your application has not been received until you receive email confirmation. If you do not receive an email confirmation within 2 business days, please contact Levana Huang at 604-888-5319 ext. 219.
3. The application must include:
 - Confirmation that the Candidate is a Canadian citizen, permanent resident, or protected person (as designated under the Canada Immigration and Refugee Protection Act, are eligible provided they have a valid work permit and a study permit if the skills training is longer than six months)
 - Candidate's contact information
 - A copy of Candidate's current driver's licence
 - A copy of Candidate's driver's abstract
 - A detailed National Safety Code Profile including enforcement status, fleet size, and a "satisfactory" rating
 - A WorkSafeBC (WSBC) clearance letter
 - The previous year's WSBC experience rating letter
 - A letter confirming intent to hire the candidate upon successful completion of MELT, including proposed rate and methodology of remuneration ([Appendix A](#))
 - Class 1 learner's permit
4. Once all the information is received, BCTA will determine carrier and candidate eligibility and will evaluate opportunities for funding. If funding is secured, BCTA will issue a confirmation to:
 - The carrier- confirming funding, dates, timelines and follow up provisions
 - The candidate- confirming eligibility for funding and providing training contact information
 - The driving school- confirming candidate eligibility

BCTA Mandatory Entry Level Training Grant Opportunity APPLICATION PACKAGE

Application Checklist:

- I have attached a copy of the Candidate's Current Driver Licence
- I have attached confirmation that the Candidate is a Canadian citizen, permanent resident, or protected person (as designated under the Canada Immigration and Refugee Protection Act, are eligible provided they have a valid work permit and a study permit if the skills training is longer than six months)
- I have attached a copy of Candidate's Driver's Abstract
- I have attached a copy of my Company's detailed National Safety Code Profile that shows enforcement status, fleet size, and a "satisfactory" rating
- I have attached a copy of my Company's WorkSafeBC (WSBC) clearance letter
- I have attached a copy my Company's previous year's WSBC experience rating letter
- I have attached a copy of my Company's Completion of "Intent to Hire" Letter (Appendix A- [click here](#) for template)
- Class 1 learner's permit

Your way ahead



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BCTA Mandatory Entry Level Training Grant Opportunity APPLICATION FORM

Company Contact Information	
Contact Name:	Position:
Company Name:	
Mailing Address:	
City:	Postal Code:
Phone Number:	Email:
NSC Number:	NSC Rating:
Does your company identify as Indigenous? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to disclose	

Candidate Personal Information*	
Full Legal Name:	
Date of Birth (Month/Day/Year):	
Social Security Number:	
BC Driver's Licence Number:	
Address:	
City:	Postal Code:
Phone Number:	Email:
<i>Is the Candidate a:</i> <i>*Must provide confirmation</i> <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Protected Person (as designated under the Canada Immigration and Refugee Protection Act)	
Does the candidate self-identify as Indigenous? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer Not to Disclose	

Note: Candidates cannot be full time employees at any company at time of application.



BCTA Mandatory Entry Level Training Grant Opportunity

I, (_____), certify that the information submitted on behalf of (_____) is true and correct to the best of my knowledge. I further understand that any false or inaccurate statements may result in suspension/cancellation of eligibility to participate, cancellation of BCTA membership, referral for federal and/or provincial regulatory review, inspection and/or enforcement and referral for criminal prosecution.

I recognize that BCTA may approve all, part, or none of this application request grant funding and that no funding commitment is made until such time the BC Trucking Association provides written confirmation specifying the grant funding being approved.

I further recognize that supporting documentation, including, but not limited to the Candidate's information, NSC Safety Profile, WSBC Clearance Letter, Letter of Intent to Hire, WSBC Experience Rating letter, etc., will be required prior to the distribution of grant funding and that BCTA reserves the right to audit companies and ensure that employers hire and continue to employ participants in BC.

Signature

Date